

# OSDH FY19 Budget Request Document

## **How to use this document:**

1. Please complete one spreadsheet for each program. See examples of a "program" for each :
  - a. Administration (Division 10): One spreadsheet for HR, one for Building Management, one
  - b. Office of State Epidemiologist (Division 20): One spreadsheet for all of the PHEP grant, inc
  - c. Protective Health Services (Division 55): One spreadsheet for Long Term Care, one spread
  - d. Community and Family Health Services (Division 75): One spreadsheet for all of the MCH
  - e. Health Information Services (Division 85): One spreadsheet for all of Prevent Block. One s
2. Complete information on each tab, as necessary. As you enter amounts by category, the tot
3. Do NOT add information to the summary tab. The budget analyst will add the revenue, and
4. Additional instructions specific to each budget category are located on each respective tab.

area:

for the Commissioner's Office, etc.

cluding all cost objectives (service chiefs) and state match on the same spreadsheet.

sheet for Medical Facilities, etc.

Block Grant, including all cost objectives (service chiefs) and state match on the same spreadsheet.

spreadsheet for all of the 1701 Cancer Grant, including all cost objectives and state match on the same s  
al should populate under the "Summary" tab.

the requested budget cells will auto-populate from the category tabs.

spreadsheet.

**HEIRLOOM BIRTH CERTIFICATES**

**FY19 Program Revenue and Budget**

<b>FY19 Revenue:</b>		
State	-	
Revolving	-	
Federal Grant	-	
Federal Medicaid	-	
<b>Total Revenue</b>		<b>-</b>

<b>FY19 Budget:</b>		
Personnel	-	
Contracts	38,320	
Travel/Training	-	
Other	-	
<b>Total Requested</b>		<b>38,320</b>

**Total Requested should not exceed Total Revenue**

Budget Analyst: \_\_\_\_\_

Date: \_\_\_\_\_

Program Director: \_\_\_\_\_

Date: \_\_\_\_\_

Chief Operating Officer: \_\_\_\_\_

Date: \_\_\_\_\_

## Personnel

### Active Personnel

[illegible]

[illegible]

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1. Current personnel added by the budget analyst
  - a. Program area: Use the "Comments" column to note any changes or errors in the information supplied by the budget analyst regarding current personnel
  - b. Program area: Be mindful that if a change is requested to "% time", it is critical that an employee's total funding across all cost objectives add up to 100%.
2. Vacancies to be added by the program to complete approved organizational chart
  - a. Add the FY19 anticipated SALARY ONLY. Be sure to include the new rates after the legislated state employee raises. 50% fringe rate is calculated automatically.
3. Vacancies should only be added to the point that total requested budget from the "Summary" tab does not exceed total revenue.
  - a. This will help determine which vacancies can be refilled entering into FY19 from a budget standpoint.
4. The "On/Off" column is for noting if the employee is On-Site (Central Office) or Off-Site (County).
  - a. This will be used in calculating the Allocated Data costs in the "Other" tab. There are separate rates for on-site and off-site in FY19.
  - b. Type "ON" or "OFF" into the On/Off column for the formula to work correctly

## Contracts

<b>Contractor</b>	<b>PO#</b>	<b>Annual Cost</b>
Chance to Change	3409020886	1,400
Amy Huffer		1,600
Sarah Flora		2,400
University of Oklahoma Health Sciences Center	3409021075	7,500
Holly Towers		1,450
NAMI		2,400
Oklahoma Family Network		3,600
Pat Damron		2,800
Lance Schroyer	3409020395	3,800
Catholic Charities		2,870
Francis Tuttle		5,000
OSU Tulsa		1,000
University of Oklahoma Health Sciences Center		2,500
<b>Total Requested Contractual:</b>		<b>38,320</b>

**Instructions:**

1. Add all planned FY19 contracts
2. If known, add the PO# for reference purposes. If it is not yet known or established, leave it blank.

## Travel & Training

Travel & Training	Annual Cost
None	
<b>Total Requested Travel</b>	-

**Instructions:**

1. Add all FY19 planned travel and training
  - a. Do NOT include motorpool. This is included in the "Other" tab.
2. If needed, work with budget analyst to determine historical program travel costs



Other

[illegible]

**Instructions:**

1. The top section is to be completed by the budget analyst.
  - a. There are two allocated data rates for FY-19, an on-site and off-site rate. These are automatically populated based on FTE's.
  - a. Program area: Use the "Comments" column to note any changes or errors in the information supplied by the budget analyst regarding program fixed costs
  - b. Some items cannot be changed by the budget analyst.
    - i. For example, SAS licenses need to be discussed with Informatics as they provide the spreadsheet to budget and funding about where they're assigned
2. The bottom section is to be completed by the program area.
3. Some examples of things to consider are:
  - a. Subscriptions, Memberships, or Licenses
  - b. Docutech or Copy Center Costs (Printing)
  - c. BRFSS Question costs if the program is supporting additional questions
  - d. Software License or Maintenance Costs
  - e. Medical Supplies
  - f. General Office Supplies or Equipment
  - g. Future planned IT costs not already included in the "Direct Application IT costs", including new SOW's with OSDH